

28 March 1974

MEMORANDUM FOR: Deputy Director for Management and Services
SUBJECT : Agency Classified Bulletin Board

1. In response to employees' comments regarding "lack of communication in the Directorate," the MSAG suggests greater use of the classified bulletin board to disseminate information to Agency personnel and remind people of information that has not been publicized recently. There is often an appreciable time lag between the adoption of a policy and its dissemination. A one-line summary in informal language of a new regulation or a new program would reach people who might otherwise not read a more formal document. We also believe that periodic reminders on subjects such as overseas travel, incentive programs, the presence of non-staff personnel in the North Cafeteria, the availability of physical examinations through OMS, etc. would be useful to many employees.

2. Information in these categories could be effectively publicized by establishing a "Did You Know" section on the classified bulletin board. These items could be presented in brief statements, followed by reference to where full details are available. Three or four such items could be presented on one notice. New items would be added to the top of the list each week, moving older items down, eventually to be deleted.

3. Information which does not lend itself to brief captions could be explained in more detail. The attached notice regarding the establishment of MSAG is an example. We would like to use the bulletin board as a vehicle to publicize our own existence and stimulate greater communication between ourselves and employees in the Directorate. We would like to invite other Agency MAG groups to participate as well.

The Management and Services
Advisory Group